

State of Delaware
Delaware Veterans Home
REHABILITATIVE SERVICES
Contract No. 16-DVH01
Pre-Bid Meeting Minutes
March 19, 2015

In attendance: Silvia Leake, Delaware Veterans Home
Sandy Groff, Delaware Veterans Home
Dorothy Dunham, Delaware Veterans Home
Gwen Benton, Delaware Veterans Home
Amy Tucci, Delaware Veterans Home
Jackie Hoffmaster, Benchmark Therapies
Brock Eppley, Benchmark Therapies
Karen Peret, Liberty Healthcare

Conference line: Karen Gottschalk, Genesis Rehab Services
Kayleigh Nichols, ProvidaStaff, LLC
Rami Isa, Cell Staff
Patrick Wegeler, American Tutor, Inc.

Overview:

The Delaware Veterans Home (DVH) is a 150-bed long term care facility, providing skilled nursing care to Delaware veterans. It includes a 30-bed secure unit, two 45-bed units and one 30-bed unit.

Today's census is 128 residents; four Medicare, 50 Medicaid, 47 private pay and 27 Veterans Administration (VA) 70% or greater status. The VA payment system is considered all inclusive similar to Med A.

The bid was advertised through two public notices on March 9th and 16th. The deadline for receipt of proposals is April 20, 2015 and notification of award will be made on April 30, 2015.

Scope of Services:

The company awarded the contract must perform criminal background checks and adult abuse registry checks for all therapists working at the facility. The cost of the checks is the responsibility of the successful bidder.

The DVH requires one therapist to serve as a single point-of-contact with our staff and work a full-time schedule of 37.5 hours per week. An hourly rate will need to be assigned for direct patient care as well as an administrative rate.

The successful bidder must provide a credentialing packet on all proposed therapists. The packet will be reviewed by the DVH credentialing committee and should include: résumé, references, DE license, malpractice insurance and a letter stating that the candidate has the physical ability to fulfill the duties of the position.

The successful bidder will provide therapists with experience with the geriatric population.

The successful bidder must enter data into the EMR system used at the DVH which is an ECS system by American Data. The successful bidder will be a part of our triple-check documentation process for appropriate MDS sections.

Minimum requirements are listed starting on page 5 and numbered 1-12.

RFP Submissions/Proposals (page 8, number 2) – Please note that only one original and four copies are required. Proposals must be received by 3:30 pm on April 20th.

RFP Question and Answer Process are described on page 12. The State has the right to reject proposals and/or cancel the solicitation.

The proposal evaluation team process is described in full on page 14 and the criteria weight is outlined on page 15. At this time, oral presentations will not be required.

The successful bidder will begin work on July 1, 2015 in keeping with the State's July to June fiscal year.

The RFP review was concluded and those in attendance or on the teleconference were asked for any questions.